

Terms of Reference

Alma Mater Society Student Issues and Equity Caucuses

(Created June 2017)

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Article 1. Preamble

Issue 9 of the Alma Mater Society's (AMS) 2016 Governance Review raised the concern that some groups felt they were not adequately represented on Council. Out of the surveyed respondents, some felt not all groups on campus were provided with appropriate channels for representation. Section 3.3.2 of the Governance Review entitled Governance Practices made eight recommendations to improve the operational efficacy of Council. In light of Issue 9, Recommendation 14 suggested the AMS consider "creating Officers within council that represent specific groups on campus that do not currently have direct representation" [1]. In March 2016, three caucuses were created after Governance Review Implementation Committee (GORICOM) explored options to implement Recommendation 13. The Student Issues and Equity Caucuses were created as a working group of the AMS Advocacy Committee.

Article 2. Definitions

Within this document, key terms will be defined as follows:

1. Advocacy Committee (ADVOCOM) refers to a standing committee of AMS Council designed to lobby for student interests.
2. The Alma Mater Society (AMS) refers to the University of British Columbia Vancouver's Student Union.
3. Working Group refers to the structure the Caucuses are under, they are formed as a subsidiary of Advocacy Committee.¹

Article 3. Purpose

The purpose of these caucuses is to provide greater representation to specific groups that did not previously have direct representation on AMS council. It hopes to represent a diverse group of individuals on campus through the inclusion of different students from various orientations, backgrounds, and communities. Based off of Recommendation 14 of the AMS Governance Review, and drawing from the decision rules of other universities², these caucuses were designed to be

¹ Pursuant to AMS Code, Section V. Article 5.

² Examples include the University of Toronto.

working groups of the AMS Standing Committee - ADVOCOM. Where officers of certain identity groups and provide a direct source of representation to the AMS through the Advocacy Committee.

Article 4. Membership, Eligibility, and Composition

1. Membership within the Student Issues and Equity Caucuses are open to any students at large as defined in the AMS Code of Procedures.³
2. Composition & Terms
 - a. In addition to Caucus members listed below, each caucus will also include one representative from the AMS VP External Affairs Office, and the AMS VP Academic and University Affairs Office as non-voting members.
 - b. These representative are non-voting members, and their purpose is to provide guidance and assistance in navigating the AMS and this university.
3. The Equity Caucus
 - a. The Equity Caucus is composed of the following members:
 - i. Officer for Gender Diverse Students
 - ii. Officer for Racialized Students
 - iii. Officer for Indigenous Students
 - iv. Officer for Students with Disabilities
 - v. Officer for LGBTQ2+ Students
4. The Student Issues Caucus
 - a. The Student Issues Caucus is composed of the following members:
 - i. Officer for International Students
 - ii. Officer for Mature Students
 - iii. Officer for Commuter Students
 - iv. Officer for UBC Residence Students
5. Appointment Procedures
 - a. Appointment of Caucus members will require applications to the AMS. Applications will be reviewed by ADVOCOM and assessed against a qualifications rubric.⁴ Appointments will be made to the candidate with the best fit.
6. Length of Term & Vacancies
 - a. Officers of Council shall have one year terms, beginning at the time of their appointment and ending on April 30th.
 - b. Incumbent Officers may renominate themselves at the end of the term to continue serving in their current position. They must still follow the appointment procedure laid out above.
 - c. In the event of vacancy, appointment procedures shall be followed as appropriate to select another representative who shall be appointed for a term ending April 30th.

Article 5. Structure, Duties and Responsibilities

1. Structure
 - a. Each Caucus shall elect one Chair, and one Vice-Chair.

³ "Active Member who is eligible to serve in an appointed position by virtue of not being a member of Council and not currently holding any other position, to which he or she has been appointed by Council, a Council Committee, a Commission, the Ombudsperson, the Executive Committee, an individual member of the Executive, or the Student Services Manager."

⁴ See Appendix 1 for rubric.

- b. Each member of the Equity and Student Issues Caucus is allowed one vote to select their respective Chair and Vice-Chair.
- 2. Duties and Responsibilities of Caucus
 - a. The caucuses shall:
 - i. Identify, liaise, and represent the interests of their responsible communities and groups,
 - ii. Report to Caucus of issues and advocacy goals that pertain to said communities,
 - iii. Recommend advocacy issues and possible solutions to ADVOCOM,
 - iv. Work with other officers of council to create and host initiatives, events, and activities to educate and engage with represented communities and groups,
 - v. Act as a consultation body for the AMS Advocacy Committee as determined by the committee,
 - vi. Have the option of partaking in AMS Advocacy Campaigns.
- 3. Duties and Responsibilities of the Chair and Vice-Chair
 - a. The elected Chair shall:
 - i. Set the agenda for meetings,
 - ii. Call and publicize meetings,
 - iii. Ensure quorum at meetings,
 - iv. Cause minutes to be taken and approved at meetings, and reported to ADVOCOM
 - v. Facilitate the delegation of work to committee members,
 - vi. Report to Advocacy Committee on caucus members who fail to perform their duties, and fail to attending meetings thrice in a row
 - vii. Report to Advocacy Committee at least once a month, including but not limited to the activities of the Caucus, current goals, and issues of concern,
 - viii. Conduct motions to vote when and where necessary, where passing requiring consensus.
 - b. The elected Vice-Chair shall:
 - i. Act as chair in the absence of the Chair.
 - ii. Share duties and responsibilities of the Chair where appropriate.

Article 6. Operations and Protocol

- 1. Quorum
 - a. Quorum shall be reached at 50% plus one of its voting members.
- 2. Frequency of meeting
 - a. The Caucuses shall meet at least once a month.
- 3. Reporting Structure
 - a. Procedure on Minutes
 - i. As Per AMS Code of Procedures, the caucuses must submit completed minutes to ADVOCOM for approval, in which ADVOCOM will either approve or disapprove of the minutes. Once approved, the Chair of ADVOCOM will send the minutes to AMS Council to be approved.
 - b. Procedure of Monthly Reports
 - i. The Chair of the Caucuses shall report to Advocacy Committee at least once a month.

- ii. The chair shall prepare a written report for Advocacy Committee, to be sent out with the ADVOCOM agenda.
 - iii. The Chair shall also attend the Advocacy Committee in which the report is provided, and provide verbal updates as well.
4. Removal from office
- a. Failure to perform the duties and responsibilities outlined in Article 5. And failure to attend meetings thrice in a row will result in removal of a member from their position.
 - b. The Caucus Chair is responsible for report the issue of member duties to ADVOCOM, and ADVOCOM will subsequently determine the individuals' removal.
 - c. Article 4 (6) will indicate procedure for reappointment upon removal.

Article 7. Approval, Review, & Repugnancy

- 1. The Terms of Reference will be approved by the Student Issues and Equity caucus.
- 2. The Student Issues and Equity caucus shall review the committee's Terms of Reference every twelve (12) months.
- 3. In case of conflicts, the AMS Code of Procedures and Bylaws will supercede this terms of reference.

Appendix 1. Proposed Rubric

	Exemplary	Good	Satisfactory	Poor	Comments
Ability to represent group in question					
Community Engagement Skills					
Interest in Position					
Previous Experience					

